

NAME		SOCIAL SECURITY NUMBER	CONTACT POINT
PAY PERIOD NUMBER	FROM TO	UNIT	

CONTACT POINT

SCS-FNM-320
09-92

UNIT

ESTABLISHED TOUR OF DUTY

TIME AND ATTENDANCE INPUT RECORD

[illegible]

CLOCK HOURS FOR LEAVE, PREMIUM, AND/OR OTHER TIME

[illegible]

NOTE: If an employee is found guilty of submission of or causing or allowing the submission of falsely stated payroll documents or their supporting documents, the penalty may result in removal. (FPM 751, S-2, DPM 751, Appendix A).

Remarks

2ND WEEK HOURS	TOTAL HOURS	FINANCIAL PROJECT	TRANSACTION CODES (also see PC--TARE Procedures Handbook)
			01 Regular Hours Worked
			29 Credit Time Earned
			32 Compensatory Time Worked
			50 Credit Time Used
			61 Annual Leave Used
			62 Sick Leave Used
			64 Compensatory Leave Used
			65 Military Leave Used
			66 Holiday, Administrative, Jury, etc.
			71 Leave Without Pay
		Total	

LEAVE RECORD

BROUGHT FORWARD		ACCRUED	AVAILABLE	USED	ENDING BALANCE
ANNUAL	61				
SICK	62				
COMP	64				
MIL	65				
LWOP	71				
CREDIT					

ALL TIME RECORDED THIS PERIOD IS CORRECT ACCORDING TO LAW AND REGULATIONS.

EMPLOYEE INITIALS

TIMEKEEPER INITIALS

☐ TIMEKEEPER
NOT AVAILABLE

RECORDED CORRECT ALL REGULAR TIME, LEAVE, OVERTIME, NIGHT DIFFERENTIAL, AND HOLIDAY TIME AS AUTHORIZED IN ADVANCE ACCORDING TO LAW AND REGULATIONS.

SUPERVISOR SIGNATURE

DATE _____